

**SECRET***Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Documents Division, OCR

DATE: 12 December 1956

FROM : Chief, Liaison Division, OCR

SUBJECT: Memoranda of Conversation

↑  
File if  
not  
dupl.

1. Following a discussion with [REDACTED] earlier this week, this Division has prepared a memorandum for the record which outlines the conditions under which memoranda are received from the Department of State and the procedures that are necessary within CIA to comply with these conditions, and at the same time make proper dissemination of such memoranda within the Agency. The next step is to work out the procedure between the Documents Division, the Machine Division, and the Liaison Division to meet this problem.

25X1A

2. A copy of the memorandum for the record is enclosed.



25X1A

Enclosure: (1)

|                       |         |
|-----------------------|---------|
| OCI                   | OCI     |
| ONE                   | ONE     |
| OIS (1)               | OIS (2) |
| O <sup>2</sup> /C (1) |         |
| ORR (1)               |         |